

**BIG LAKES COUNTY
COUNCIL MEETING
December 14, 2022**

Minutes of the Big Lakes County Regular Council Meeting held at the County Administration Building in High Prairie, Alberta on Wednesday, December 14, 2022, at 10:00 a.m.

PRESENT WERE:

Reeve:	Robert Nygaard, Faust
Councillor:	Tyler Airth, HP East/ Banana Belt Jeff Chalifoux, Grouard Roberta Hunt, Kinuso Richard Mifflin, Jousard Lane Monteith, Enilda/ Big Meadow Ann Stewart, S. Sunset House/ Gilwood Garrett Zahacy, Prairie Echo/ Salt Prairie
Absent:	Jim Zabolotniuk, N. Gilwood/ Triangle
Administration:	Roy Brideau, Interim CAO (Zoom) David Reynolds, Acting CAO/ Director of Corporate Services Brett Hawken, Director of Community & Protective Services Jessica Plante, Recording Secretary Pat Olansky, Director of Planning & Development Vic Abel, Director of Public Works Kevin Cymbaluk, Director of Public Works Eunice McCauley, Human Resources Manager
Press:	Richard Froese, South Peace News

CALL TO ORDER: Reeve Nygaard called the meeting to order at 10:05 a.m.

ADDITIONS TO THE AGENDA: Universal Broadband Fund – Project Aurora
Request for Bus Usage (Donation)
Closed Session – Negotiation

2022-31-652 **MOVED BY COUNCILLOR STEWART** that the December 14, 2022, agenda be adopted as amended.

CARRIED

MINUTES:

2022-31-653 **MOVED BY COUNCILLOR MIFFLIN** that the November 21, 2022, Special Council Meeting Minutes be adopted as presented.

CARRIED

2022-31-654 **MOVED BY COUNCILLOR HUNT** that the November 23, 2022, Regular Council Meeting Minutes be adopted as presented.

CARRIED

BUSINESS ARISING FROM MINUTES:

ACTION LIST:

2022-31-655 **MOVED BY COUNCILLOR MONTEITH** that the action list be received for information.

CARRIED

STAFF REPORTS:

2022-31-656 **MOVED BY COUNCILLOR MONTIETH** that the following Staff Reports be received for information:

- Director of Corporate Services
- Director of Planning & Development
- Director of Public Works
- Director of Community & Protective Services

CARRIED

CORPORATE SERVICES:***LABOUR MARKET PARTNERSHIP GRANT – SPARK THE NORTH SPEAKER EVENT:***

2022-31-657 **MOVED BY COUNCILLOR STEWART** that Council approves Big Lakes County to be a partner for the Labour Market Partnership Grant application with Community Futures and Alberta Labour and Immigration for the 2023 Spark the North speaker event.

CARRIED

TAX WRITE-OFFS AND APPLY FOR PERC & DIRC 2022:

2022-31-658 **MOVED BY COUNCILLOR AIRTH** that the recommended writes-off for property tax rolls in Appendix A, totaling \$8,177.66, be approved for write off, as administration has deemed the outstanding balances to be uncollectible.

CARRIED

2022-31-659 **MOVED BY COUNCILLOR AIRTH** that the application for the Provincial Education Requisition Credit (PERC) and Designated Industrial Property Tax Credit (DIRC) for the property tax rolls in Appendix A be approved.

CARRIED

COMMUNITY DESIGNATION APPROVAL:

2022-31-660 **MOVED BY COUNCILLOR STEWART** that Council approves to appoint one (1) member of Council to sit on the Rural Renewal Stream welcoming committee.

CARRIED

2022-31-661 **MOVED BY COUNCILLOR MONTIETH** that Councillor Mifflin be approved to sit on the Rural Renewal Stream welcoming committee.

CARRIED

2022-31-662 **MOVED BY COUNCILLOR ZAHACY** that Council approves \$3,000 in honorarium funding in the 2023 interim operating budget for the Council member to attend 12 welcoming committee meetings in 2023.

CARRIED

2023 INTERIM OPERATING AND CAPITAL BUDGETS:

2022-31-663 **MOVED BY COUNCILLOR STEWART** that the 2023 interim operating budget be approved with the following totals:

- Operating revenue \$32,581,511
- Operating expense (excluding Salaries, Wages and Benefits) \$26,058,751
- Repayment of principal on long-term debt \$559,950
- Contributions to capital reserves \$1,763,002
- Withdrawals from operating reserves \$1,500,000
- Amortization expense \$8,890,000

CARRIED

Councillor Zahacy declared pecuniary interest and stepped out of the meeting at 10:47 a.m.

- 2022-31-664** **MOVED BY COUNCILLOR HUNT** that the 2023 Salaries, Wages and Benefits budget be approved with the following totals:
- Salaries, Wages and Benefits \$5,699,808

CARRIED

Councillor Zahacy returned to the meeting at 10:48 a.m.

- 2022-31-665** **MOVED BY COUNCILLOR STEWART** that the 2023 interim capital budget be approved with the following totals:
- Administration projects \$123,750
 - Public Works – Bridge projects \$3,467,316
 - Public Works – Land projects \$538,401
 - Public Works – Roads projects \$12,323,319
 - Public Works – Vehicles and equipment \$3,958,000
 - Public Works – Airport projects \$14,663
 - Public Works – Facilities projects \$201,272

CARRIED

2022 OPERATING GRANT FUNDING- REQUESTS FOR ADDITIONAL FUNDING:

- 2022-31-666** **MOVED BY COUNCILLOR AIRTH** that administration be directed to process the additional 2022 Operating Grant funding requests from the High Prairie Food Bank and the High Prairie Agricultural Society as Council chooses.

CARRIED

- 2022-31-667** **MOVED BY COUNCILLOR AIRTH** that administration be directed to increase the funding for the 2023 Capital & Operating Budget under the Grant funding requests from the High Prairie Food Bank and the High Prairie Agricultural Society.

CARRIED

A break was taken from 10:52 a.m. to 11:03 a.m.

PLANNING & DEVELOPMENT:

2023 CPAA CONFERENCE SPONSORSHIP:

- 2022-31-668** **MOVED BY REEVE NYGAARD** that Big Lakes County purchase silver sponsorship for the 2023 CPAA Conference in the amount of \$1,250.00.

CARRIED

LAND USE BYLAW AMENDMENT #28-2022:

- 2022-31-669** **MOVED BY COUNCILLOR STEWART** that first reading by given to Bylaw #28-2022.

CARRIED

- 2022-31-670** **MOVED BY COUNCILLOR ZAHACY** that a Public Hearing for Land Use Bylaw Amendment #28-2022 be set for January 11, 2023 at 1:00 p.m. in the Council Chambers of the Big Lakes County Administration Building.

CARRIED

REQUEST FOR BUS USAGE (DONATION):

- 2022-31-671** **MOVED BY COUNCILLOR STEWART** that use of the County's bus and driver be donated to Pleasantview Lodge for one evening prior to December 25, 2022, to transport its residents around the Town of High Prairie to view Christmas light displays.

CARRIED

UNIVERSAL BROADBAND FUND – PROJECT AURORA:

2022-31-672 **MOVED BY COUNCILLOR AIRTH** that a letter of support be approved for Canadian Fiber Optics grant funding application towards the Universal Broadband Fund – Project Aurora for the installation of Fiber Optics High-Speed Internet Networking in our region.

CARRIED

COMMUNITY & PROTECTIVE SERVICES:

POLICY REVIEW – ASB-01 AGRICULTURAL SERVICE BOARD:

2022-31-673 **MOVED BY COUNCILLOR STEWART** that first reading be approved for Bylaw 29-2022 Agricultural Service Board.

CARRIED

2022-31-674 **MOVED BY COUNCILLOR MONTHEITH** that second reading be approved for Bylaw 29-2022 Agricultural Service Board.

CARRIED

2022-31-675 **MOVED BY COUNCILLOR MIFFLIN** that unanimous decision be approved for Bylaw 29-2022 Agricultural Service Board to move to third and final reading.

CARRIED

2022-31-676 **MOVED BY COUNCILLOR ZAHACY** that third reading be approved for Bylaw 29-2022 Agricultural Service Board.

CARRIED

2022-31-677 **MOVED BY COUNCILLOR HUNT** that Policy ASB-01 Agricultural Services Board be rescinded.

CARRIED

ANIMAL CONTROL POLICY – AC-01:

2022-31-678 **MOVED BY COUNCILLOR HUNT** that Animal Care Facility Holding Time Limits Policy AC-01 be approved.

CARRIED

2022-31-679 **MOVED BY COUNCILLOR CHALIFOUX** that administration be directed to bring forward information on a new dog licensing program.

DEFEATED

MOU – KINUSO COMMUNITY ASSOCIATION AND KINUSO PARK AND BASKETBALL COURT:

2022-31-680 **MOVED BY COUNCILLOR HUNT** that the Memorandum of Understanding with the Kinuso Recreation Society be approved regarding maintenance of the park located at Plan 1123432, Blk 11, Lot 4 & Plan 6974KS, Blk 11, Lot R and the basketball courts located at Plan 4932CD, Blk 3, Lot 10-13 and that the services be provided by Big Lakes County.

CARRIED

Councillor Airth stepped out of the meeting at 12:09 p.m.

PREDA GRANT UPDATE:

2022-31-681 **MOVED BY COUNCILLOR STEWART** that Council matches the \$2,500 “Municipal Project Fund” Peace Region Economic Development Alliance (PREDA) grant to go towards development of a promotion webpage for the entire County.

CARRIED

Councillor Airth returned to the meeting at 12:10 p.m.

CORRESPONDENCE:

2022-31-682 **MOVED BY COUNCILLOR HUNT** that the information/correspondence be received for information.

CARRIED

CLOSED SESSION:

2022-31-683 **MOVED BY COUNCILLOR AIRTH** that the meeting go into closed session at 12:12 p.m. to discuss negotiations as per section 27, Freedom of Information and Protection Act.

CARRIED

2022-31-684 **MOVED BY COUNCILLOR STEWART** that the meeting come out of closed session at 12:26 p.m.

CARRIED

The meeting recessed for lunch break at 12:27 p.m. and reconvened at 1:00 p.m.

Councillor Zahacy did not return to the meeting.

PUBLIC HEARING:

LAND USE BYLAW AMENDMENT 26-2022 – SECOND READING:

2022-31-685 **MOVED BY COUNCILLOR AIRTH** that the public hearing for Bylaw 26-2022 be called to order at 1:02 p.m.

CARRIED

2022-31-686 **MOVED BY COUNCILLOR MIFFLIN** that the public hearing for Bylaw 26-2022 be closed at 1:05 p.m.

CARRIED

2022-31-687 **MOVED BY COUNCILLOR STEWART** that second reading be given to Bylaw 26-2022.

CARRIED

2022-31-688 **MOVED BY COUNCILLOR HUNT** that third reading be given to Bylaw 26-2022.

CARRIED

A break was taken from 1:06 p.m. to 1:30 p.m.

PUBLIC HEARING:

ROAD CLOSURE AND LEASE BYLAW 24-2022:

Councillor Airth declared pecuniary interest and stepped out of the meeting at 1:31 p.m.

2022-31-689 **MOVED BY COUNCILLOR CHALIFOUX** that the public hearing for Bylaw 24-2022 be called to order at 1:33 p.m.

CARRIED

2022-31-690 **MOVED BY COUNCILLOR HUNT** that the public hearing for Bylaw 24-2022 be closed at 1:36 p.m.

CARRIED

2022-31-691 **MOVED BY COUNCILLOR MONTIETH** that first reading be given to Bylaw 24-2022.

CARRIED

Councillor Airth returned to the meeting at 1:38 p.m.

ADJOURNMENT:

2022-31-692 **MOVED BY COUNCILLOR MONTIETH** that the meeting be adjourned at 1:38 p.m.

CARRIED

Robert Nygaard, Reeve

Roy Brideau, Interim CAO

PUBLIC HEARING
Bylaw 26-2022
December 14, 2022

Minutes of the Big Lakes County Public Hearing for Bylaw 26-2022 held at the County Administration Building in High Prairie, Alberta on Wednesday, December 14, 2022, commencing at 1:00 p.m.

<u>PRESENT WERE:</u>	Reeve:	Robert Nygaard, Faust
	Councillor:	Tyler Airth, HP East/ Banana Belt Jeff Chalifoux, Grouard Roberta Hunt, Kinuso Richard Mifflin, Jousard Lane Monteith, Enilda/ Big Meadow Ann Stewart, S. Sunset House/ Gilwood
	Absent:	Jim Zabolotniuk, N. Gilwood/ Triangle Garrett Zahacy, Prairie Echo/ Salt Prairie
	Administration:	Roy Brideau, Interim CAO (Zoom) David Reynolds, Acting CAO/ Director of Corporate Services Brett Hawken, Director of Community & Protective Services Jessica Plante, Recording Secretary Pat Olansky, Director of Planning & Development Vic Abel, Director of Public Works Kevin Cymbaluk, Director of Public Works Eunice McCauley, Human Resources Manager
	Press:	Richard Froese, South Peace News

CALL TO ORDER: Reeve Nygaard called the public hearing to order at 1:02 p.m.

The Municipal Planning Commission (MPC) passed a motion at its October 26, 2022, meeting that administration bring forward to Council an amendment to Section 6.31 of the Land Use Bylaw regulating the relocation of existing buildings.

The proposed amendment is as follows:

- 6.31.1. Relocation of Existing Buildings is discretionary in all Land Use Districts. (DELETE)
- 6.31.2 1. No person shall:
- (a) place on a parcel a building which has previously been erected or placed on a different parcel.
 - (b) alter the location of a building which has already been constructed on that parcel.
unless a development permit is issued to approve the placement or alteration, ensuring the relocation meets the requirements of this Bylaw.
- 6.31.3 2. The Development Authority shall require any applicant for a relocated building to submit recent photographs of the building which demonstrate the condition and appearance of the proposed building to the satisfaction of the Development Authority.
- 6.31.4 3. All external renovations required to any moved-in structure shall be completed within three (3) months of the relocation of the structure onto the property unless approved through a condition of development permit approval.

6.31.5 4. Security may be required to ensure the completion of proposed structural improvements. The amount of security shall be the minimum of the cost of removal of the structure from the site.

Subsection 6.31.1. deems the relocation of existing buildings as discretionary in all Land Use Districts. This has been found to be unnecessarily onerous as the applications must be taken forward to the MPC for approval and notification for such applications must be given not less than 14 days prior to the date of consideration of the application. This means that the decision for some applications could be pending for over five weeks depending on when they are submitted in relation to the date of the next MPC meeting. It also often results in a heavy MPC meeting agenda.

Should Section 6.31.1 be removed from the Land Use Bylaw, Section 6.31 will maintain that a development permit is required for relocated buildings along with the submission of recent photographs of the building.

Some members of the MPC expressed concern that removing the regulation that makes relocated buildings discretionary might open the possibility for old, decrepit mobile homes to be moved into the County. However, the definition of dwelling, manufactured home dictates that manufactured homes built prior to 1976 would not be permitted. Other structures are covered in the land use districts as either permitted or discretionary whether relocated buildings or new construction.

DWELLING, MANUFACTURED HOME: a dwelling unit built in accordance with the CSA Z240 MH Standard, (minimum mandatory from 1976 forward), intended for occupancy, a single-storey dwelling, designed in one or more modules, constructed at an off-site factory. The dwelling is transported to the site intended for occupancy where it is set up on a conventional, permanent concrete foundation, (a basement foundation, slab-on-grade, or crawl space) or other approved foundation (new CSA Z240 MH homes have not been allowed to be sited in Alberta since 1992), does not include Off-Site Residential Housing (Modular Homes or Ready-to-Move (RTM)).

DWELLING, MOBILE HOME: a dwelling which is prefabricated, or factory built pre-CSA Construction, optional to build homes to CSA Construction Standards from 1972 – 1976. A mobile home would include affixed running gear (axles).

Manufactured homes are a permitted use in the Agriculture, Communal Recreational, Country Residential, Hamlet Manufactured Home Court, and Hamlet Mixed Use Districts. Manufactured homes would continue to be a discretionary use in the Hamlet Residential District and subject to a decision of the MPC. Manufactured homes are neither permitted nor discretionary in the Hamlet Residential Estate District.

Redistricting Process:

- Application submitted to the County
- Application is reviewed and evaluated by the Planning & Development department for missing information; assessment of the suitability of the site; impact of the proposal on adjacent properties; review of existing County policies and statutory documents that apply and a bylaw is prepared.
- The application, evaluation, and bylaw are presented to Council to consider first reading. Council may choose to give first reading, table, or deny the redistricting based on the details presented. If

Council does not give first reading to the redistricting, the process stops. (November 23, 2022)

- A Public Hearing is scheduled between following first reading and prior to second reading for public input. (1:00pm December 14, 2022)
- Referrals are sent to adjacent landowners and various agencies for comment
- When the public process is complete, including the public hearing, Council may consider second and third readings of the bylaw or defer to another council meeting for consideration.
- Once third reading has passed, the process is complete.

The bylaw as amended was given first reading by Council on November 23, 2022.

The Municipal Planning Commission reviewed the application at its December 13, 2022, meeting and had no comments to provide to Council for the Public Hearing.

Notice of the public hearing were posted to the county website, county social media sites, and bulletin boards of the County administration office.

Reeve Nygaard asked if any submissions had been submitted opposed or in favor. No submissions have been received.

Reeve Nygaard called for comments from the public. No one was in attendance.

The public hearing was closed at 1:05 p.m.

Robert Nygaard, Reeve

Roy Brideau, Interim CAO

**PUBLIC HEARING
Bylaw 24-2022
December 14, 2022**

Minutes of the Big Lakes County Public Hearing for Bylaw 24-2022 held at the County Administration Building in High Prairie, Alberta on Wednesday, December 14, 2022, commencing at 1:30 p.m.

<u>PRESENT WERE:</u>	Reeve:	Robert Nygaard, Faust
	Councillor:	Tyler Airth, HP East/ Banana Belt Jeff Chalifoux, Grouard Roberta Hunt, Kinuso Richard Mifflin, Jousard Lane Monteith, Enilda/ Big Meadow Ann Stewart, S. Sunset House/ Gilwood
	Absent:	Jim Zabolotniuk, N. Gilwood/ Triangle Garrett Zahacy, Prairie Echo/ Salt Prairie
	Administration:	Roy Brideau, Interim CAO (Zoom) David Reynolds, Acting CAO/ Director of Corporate Services Brett Hawken, Director of Community & Protective Services Jessica Plante, Recording Secretary Pat Olansky, Director of Planning & Development Vic Abel, Director of Public Works Kevin Cymbaluk, Director of Public Works Eunice McCauley, Human Resources Manager
	Press:	Richard Froese, South Peace News

CALL TO ORDER: Reeve Nygaard called the public hearing to order at 1:33 p.m.

A road allowance lease application was received Tyler and Stephanie Airth of River Top Sand & Gravel Ltd. to lease the road allowance adjacent to the north boundary of their property at NW 34-71-16-W5 for pasture.

In order to lease the road allowance to the applicant the County must first close the road allowance to public travel with a Road Closure Bylaw and have the closure approved by Alberta Transportation. This process includes referrals to utility companies/land agencies, notification to adjacent landowners, and a public hearing where the public can attend to voice any concerns with the closure.

Once the bylaw is complete, a three-year road allowance lease agreement would be signed by the applicant with an annual lease fee charged. Currently the rate is set at \$35.00 per half mile (800 m) of road allowance as highlighted in blue in the attached maps.

The closure and lease of the road allowance was advertised in the local newspaper, social media, and Big Lakes County's website. Letters were sent to adjacent landowners and to appropriate referral agencies. Responses from the referral agencies have been received and are attached. No comments for or against this road closure have been received from adjacent landowners or the public.

The road allowance lease application, location maps, bylaw, referral responses and Policy PW 04, Permits, Sales and Lease of County Roadways (see Sections 4.0, 4.1, and 5.0) are attached for your reference.

Notice of the public hearing were posted to the county website, county social media sites, and bulletin boards of the County administration office.

Reeve Nygaard asked if any submissions had been submitted opposed or in favor. No submissions have been received.

Reeve Nygaard called for comments from the public. No one was in attendance.

The public hearing was closed at 1:36 p.m.

Robert Nygaard, Reeve

Roy Brideau, Interim CAO